

JOB DESCRIPTION

Job Title:	Lecturer (Teaching Focus) in Digital Innovation & Analytics
Department / Unit:	Department of Digital Innovation & Management
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching. Post holders will be expected to demonstrate up-to-date scholarship in line with the research-informed teaching, relevant academic literature, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy. They will also be required to contribute to the academic administration of the department.	
Key Tasks	
Teaching <ul style="list-style-type: none"> • To design and deliver high-quality teaching through lectures and seminars, tutorials, and fieldwork. Design and deliver high-quality seminar and workshop teaching and dissertation supervision. • To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students. • To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs. • To engage with up-to-date literature and expertise in their professional field. • To engage in teaching initiatives, whether internally or externally. • To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development. • To act as personal tutor ensuring appropriate support and advice is provided. • To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable. • To contribute to other areas of teaching as directed by the Head of Department in response to departmental need. 	
Leadership, Enhancement, External Engagement and Impact <ul style="list-style-type: none"> • To play a full and active part in the administration of the department and its external promotion. • To attend and actively contribute to departmental and College meetings as appropriate. 	

- To assist with student recruitment.
- To participate with departmental or College working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To advise and provide support to less experience colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To participate in external networks, for example to contribute to student recruitment, be active in learned societies and/or professional bodies, undertake external examining, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- To engage and maintain continuous professional development.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Internal: Colleagues in the department and the College. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Head of School, members of the Senior Management Team and members of department and College Professional Services Teams

External: Schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate. To play a key role in external engagement by contributing to professional bodies, learned societies, College partnerships, national or international bodies, opportunities for student placement and employment.